



Health Services
LOS ANGELES COUNTY

County of Los Angeles

DEPARTMENT OF HEALTH SERVICES

INVITES RESUMES FOR

DEPUTY MANAGEMENT PROGRAMS, HS (UNCLASSIFIED)

Functional Title: Director, Housing for Health

ANNUAL SALARY: \$123,643 - \$187,143 (Schedule R-15)

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP)

FILING PERIOD: September 12, 2012 - Until the position is filled

THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, the County of Los Angeles has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 26 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-six (36) major administrative units or departments that currently serve the needs of the county's residents.

In fiscal year 2012-2013 the County has an annual budget in excess of \$24 billion and funding for over 100,000 positions to serve its diverse population.

THE DEPARTMENT OF HEALTH SERVICES

The Department of Health Services (DHS) is the second largest health system in the nation. DHS serves the health care needs of millions of residents and encompasses hospital and outpatient care, programs and clinics, Emergency Medical Services (EMS) and rehabilitation services. DHS operates four hospitals: LAC+USC Healthcare Network, Harbor-UCLA Medical Center, Olive View-UCLA Medical Center and Rancho Los Amigos National Rehabilitation Center. The department also operates two multi-disciplinary ambulatory care centers (High Desert System in the Antelope Valley and Martin Luther King Jr. Multi-Service Ambulatory Care Center), six comprehensive health centers and numerous health clinics. DHS leads the County's effort to provide personal health services to county residents of which approximately 2 million are uninsured. The department's services are critical for the medically indigent working poor, and those who are without access to other health care. In addition, they are critical to the maintenance of the county's trauma care network. Through university affiliations, the county hospitals also conduct postgraduate medical education for interns, residents, and fellows to train the physician workforce of tomorrow. The current department budget is approximately \$3.4 billion and includes funding for approximately 21,000 positions.

POSITION OVERVIEW

This one position is unclassified (at-will) and reports to the Deputy Director, Community Health. This position is distinguished by its executive and administrative responsibility for the creation of community based housing linked to appropriate support services to ensure that Department of Health Services (DHS) clients have healthy, affordable and supportive residential options as an alternative to homelessness and/or high-cost emergency and institutional care. The incumbent will provide leadership and administrative oversight to program staff to ensure contract compliance, responsible program, fiscal management and service quality objectives are met in a cost-effective and time-efficient manner. This position is responsible for the development of supportive housing and services for DHS patients and more specifically for patients as part of the Healthy Way LA program, dual eligibles and others as they become Medicaid eligible under Federal Healthcare Reform initiatives. This includes the overall quality of services delivered to DHS clients with the goal of improving health outcomes and reducing the utilization of more costly emergency, inpatient, and long-term care services. This position will monitor the program's budget and financial procedures and records, including the identification and negotiation of housing opportunities, development of strategic partnerships with governmental and private agencies, and resource development and will also serve as the departmental representative for county wide housing and homelessness issues.

The Director, Housing for Health, Plans, organizes and directs the development and administration of the Office of Housing Development and Residential Placement (Housing for Health) program for the Department of Health Services (DHS).

EXAMPLES OF DUTIES

- Consults with executive management during housing project development to ensure that effective and creative programs and services are integrated into the project design and budgets, and to ensure that financial, physical, and program designs and structures are appropriate to funding and contract requirements.
- Provides training and tools to program staff to ensure effective coordination between property management, client services, third party service providers and external stakeholders. Ensures a seamless approach to site operations.
- Implements and monitors contracts, agreements, and memorandums of understanding with vendors, agencies, and institutions as necessary.
- Collaborates with local, public, private, and nonprofit leaders to craft and implement systems changes that are needed to sustain the creation and ongoing operation of supportive housing.
- Designs, develops budgets, implements, and administers federally funded housing, community and economic development programs.
- Analyzes and recommends grant-funding alternatives where appropriate, and develops recommendations for future grant funding based upon program review and analysis.
- Ensures grant compliance and prepares required progress and financial reports; Interprets applicable local, state and federal regulations and guidelines on programmatic and administrative matters pertaining to grant programs.
- Provides leadership on community development issues within the local, state and federal levels.
- Develops, implements, and monitors internal systems to track demographic information and outcome measures. Ensures that outcome information is used by program staff to continuously monitor and improve the quality of services delivered.
- Complies and analyzes program statistical data to ensure that clients receive the services they need and that accurate and timely reporting can be provided based on internal and external requirements.
- Consults with senior management staff during acquisition and housing project development to ensure that effective and creative programs and services are integrated into the programs design and budget.
- Ensures that financial, physical and program designs and structures are appropriate to funding and contract requirements. Provides leadership in the implementation of overall Housing for Health plans and programs. Collaborates with leadership and other program directors to ensure that all supportive housing services are consistent with and integrated into the national model. Ensures that partnerships and collaborations with third party providers and other stakeholders are well managed.
- Collaborates with other Directors, to ensure that regular evaluation of site terms and the implementation of the program model and outcomes occur. Provides direction to program staff in the use of program information and outcome measures to ensure that program model requirements are met and measured effectively.
- Provides leadership and administrative oversight of program and Housing for Health staff responsible for care coordination and supportive services.

- Establishes effective working relationships with other public and private funders, non-profits and for-profit developers, and local businesses; coordinates agency contract management and oversight; works with staff to create and maintain consistent project review and development procedures and processes while maintaining flexibility to respond to unique project issues.
- Remains current on issues related to homeless service provision and supportive housing and disseminates the information in an efficient manner. Attends meetings of continuums, collaborative, city and county agencies, and other groups as appropriate.
- Facilitates monthly tenant meetings, case conferences, staff meetings and attend monthly community board meetings.

The preceding statements reflect the general duties and responsibilities of the position, and are not considered a detailed description of all work requirements that may be inherent in the job or required for the effective discharge of the position's responsibilities.

QUALIFYING EXPERIENCE & EDUCATION

Graduation from an accredited university with a Bachelor's degree -AND – Five years of experience developing and analyzing opportunities to create new permanent supportive housing opportunities or partnering with an organization capable of creating such opportunities and making recommendations for a variety of management programs, practices and systems for a large integrated healthcare delivery system, two years of which must have included supervising professional staff at the level of the County of Los Angeles classification of Senior Staff Analyst, Health.

LICENSE:

A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related functions.

DESIRABLE QUALIFICATIONS

- Minimum of five years of experience overseeing the design, implementation, and operations of relevant programs and services in low income communities.
- Knowledge of supportive/affordable housing programs including administrative, operations, and policy aspects.
- Experience in program development, process improvement and project management from conceptualization to planning, marketing, funding, and implementation.
- Knowledge of applicable local, state, and federal housing laws including Fair Housing and Landlord Tenant law.
- Experience working within a family supportive housing program preferred, experience interfacing with both operations and clinical services, and working with homeless adults and families.
- Advanced Degree in Public Administration or related field and/or related experience in the development of supportive housing, grants, contracts, and managing budgets.

COMPENSATION AND BENEFITS

Annual Salary: \$123,643 - \$187,143

This position is subject to the provisions of the County Management Appraisal and Performance Plan (MAPP). The salary range for this position is MAPP Range 15. The successful candidate may be appointed to any salary within the range, depending on qualifications.

- **Retirement Plan** – The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that county employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. The Los Angeles County Employee Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.
- **MegaFlex Benefits Plan** – Benefits may be purchased from the MegaFlex Benefits Plan using a tax-free County contribution of an additional 14.5% or 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, life and AD&D insurance. (Not applicable to County employees who are currently in Flex).
- **Non-Elective Days** – 10 days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.
- **Flexible Spending Accounts** – Employees may contribute up to \$400 per month tax-free to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Saving Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County contribution or 4% of employee's salary.
- **Holidays** - 11 paid days per year.

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Deputy Director, Community Health for consideration.

Note: A background investigation will be completed on the candidate selected for this position.

TO BE CONSIDERED

Qualified candidates are invited to submit a statement of interest and resume. The statement of interest should detail positions held, salary information, education completed and special qualifications.

Resumes must include the following:

1. Names of schools, colleges, or universities attended, dates attended and degrees earned and field(s) of study. Please enclose copies of degree(s), licenses and certificates together with the resume.
2. For each organization and program managed please include:
 - The name of each employer, job titles held, dates of employment, and salaries.
 - Size of organization and budget information for programs managed.
 - Number and composition of personnel supervised.
 - Scope of management responsibilities and functions managed.
3. Sufficient information to determine if candidate meets the Qualifying Experience & Education and Desirable Qualifications sections of this recruitment announcement.

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM

In an effort to improve compliance with court-ordered child, family and spousal obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call (323) 869-7124 (ADA Coordinator – Voice); (TTY); (800) 735-2922 (CRS). Any applicant for county employment who has been convicted of worker's compensation fraud is automatically barred from employment with the County of Los Angeles.

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

Resume, including cover letter and record of accomplishments, will be reviewed and evaluated as received. Please submit your statement of interest and resume materials to:

Kena Jordan, Exam Analyst
Department of Health Services
Recruitment & Examinations Office
5555 Ferguson Drive, Suite 220-10
City of Commerce, CA 90022
Phone: (323) 869-7073
Fax: (323) 869-0942
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This announcement may be downloaded from the County of Los Angeles websites at:

<http://www.dhs.lacounty.gov> or <http://hr.lacounty.gov>

The County of Los Angeles is an Active Equal Opportunity Employer